

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

October 15, 2015, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Approve Minutes of September 17, 2015 1
- IV. Approval of Bills for October 2015..... 2
- V. Communications..... 3-7
 - 1. Capital Fund Program Update
 - 2. Section 8 Funding Update
 - 3. SEMAP score
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 8-11
 - 2. Consider Approval of Resolution 11-15 to Approve Payment Standards. 12-15
 - 3. Consider Approval of Resolution 12-15 to Set New Flat Rents..... 16-17
- VIII. Executive Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, November 19, 2015 at 7:00 a.m., CCHRA Office

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
September 17, 2015 7:00 a.m.

Members Present: Carol Tyler, Eric Miller, Stewart Coulson, Jenna Haglund, and Jeremy Heyer.
Absent: None. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of August 20, 2015. Tyler moved, Coulson seconded the motion to approve the minutes of August 20, 2015 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills for September 2015. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$105,037.49. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed and board member Haglund arrived during discussion. No action taken.

Old Business.

New Business.

Review Financial Reports. Nielsen reported that we were on track with the budget and all expenses that were high were for annual expenses other than legal fees. No motion was necessary.

Consider Approval for Staff to Attend Training. Nielsen explained the purpose and importance of the training including the increased Section 3 enforcement and requested approval to attend. Coulson made a motion to approve the training. Haglund seconded the motion. Ayes: 5. Nays: None. Motion carried.

Consider Approval for Staff to Attend Training. Nielsen explained the purpose and importance of the training and requested approval to attend. Haglund inquired about lodging and Nielsen stated that the hotel would be downtown because the HUD office is located downtown. Nielsen also informed the board that there would sufficient funding budgeted to cover the expenses and other anticipated travel and training expenses for the year. Coulson made a motion to approve the training. Miller seconded the motion. Ayes: 5. Nays: None. Motion carried.

Executive Director's Report. Nielsen gave the board information on a new training website being offered by HUD and informed the board of an incident which had taken place at Morningside Apartments.

Being no further business, Coulson moved, Tyler seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 October 2015

Customer	Description	Amount
AgVantage FS	weed & feed	
Business Card	computer back up service	14.98
C.Naber & Associates	accounting fees	410.51
Cedar Valley Printing	printer toner	107.89
CenturyLink	phone bill	178.27
Charles City Housing	A/C fee kept from M.Vote deposit	60.00
Cintas	rug service	124.84
City of Charles City	water/sewer/URP/S8 inspections	
City of Charles City	quarterly postage	53.52
Don's Repair	mower maintenance	12.99
GE Capital	copier lease payment Sept.	252.02
GE Capital	copier lease payment Oct.	252.02
HAPS	Oct.1 HAPS	49,805.56
Hockenson Plumbing	maintenance repairs	1,055.53
Iowa Department of Transportation	fuel	53.49
Iowa Department of Transportation	fuel	78.81
Jendro Sanitation	trash service	625.90
Mary Tonn	security deposit refund plus interest	210.35
Mary Vote	balance of security deposit refund	140.00
Mehmen's Painting	painted #126/#52	250.00
Mick Gage Plumbing & Heating	sewer line clean out	371.00
Mid American Energy	electric/gas/Urps	98.50
Nan McKay	PH master book revision	224.00
Otto's Oasis	office landscaping service(fall flowers)	174.90
Patrick Mortimore	security deposit refund	250.00
Plunkett's Pest Control	pest control service	60.00
Schueth Ace Hardware	maintenance items	299.37
Sherwin Williams	paint	21.92
Staples Direct	paper towels/bathroom items	152.14
Superior Lumber	maintenance items	71.93
T-J Service	maintenance repairs/items	339.97
Titus Lock Services	new locks for doors	946.65
US Cellular	cell service	72.17
		56,769.23

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We anticipate the siding project to be complete by the first of November. They are working on the last building and only have the garages and storage units to finish up.
2. Section 8 Funding Update. See attachments
3. SEMAP score. We have received our score for the Section 8 Management Assessment Program (SEMAP). We have received 100% on all indicators which gives us a performance rating of High Performer. Because we are a small agency, we are only assessed every other year, so we will maintain this performance rating for two years.
4. **Monthly Rental Status Update.**

Month of September 2015	Total Leased 9/1/15	New Leases	Removed Or Moved	Total Leased 10/1/15	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	0	2	130	28	3	1
Morningside 16 Units	15	1	0	16	8	0	1
Section 8 197 Units	151	5	5	151	34	15	6

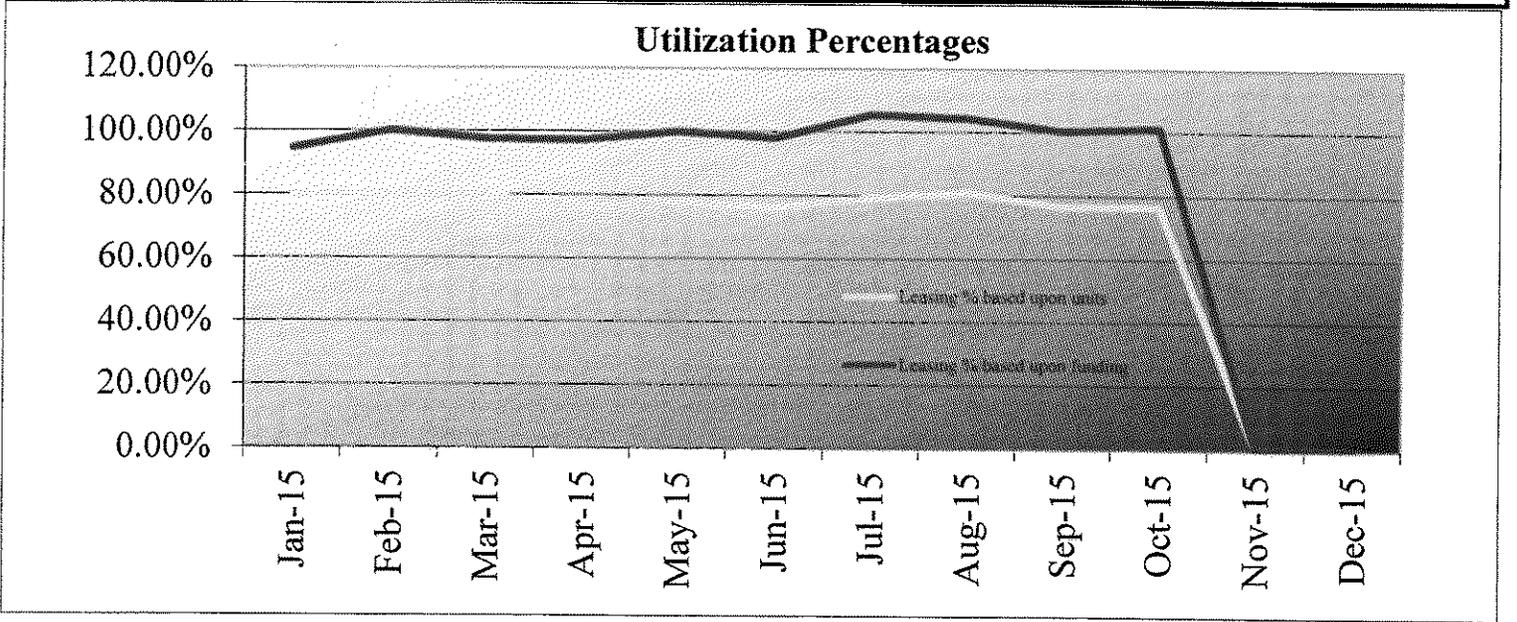
Declined Assistance (4) Over Income () Denied () Insufficient Address (2)
 Did not attend Briefing/Information Not Returned (2) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH () S8 (2)
 Port Out: ()

5. End of Participation Tracker. See attachment

HCV HAP Spending Projection

C	D	E	F	G	H	I	J	K	L	M	N
NRA											
PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/14 NRA	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses; Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)	Beginning monthly HUD Held Balance starting 12/31/14	Plus: ALL Obligated HAP BA (including BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)	
PHA#	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M	
4											
6											
7	January	\$43,418	\$47,754	\$44,623	\$149	\$44,772	\$21,559	\$48,959	\$48,959	\$21,559	
8	February	\$44,772	\$49,628	\$65,662	\$266	\$65,928	\$21,559	\$48,959	\$70,518	\$0	
9	March	\$65,928	\$47,820	\$67,067	\$840	\$67,907	\$0	\$48,959	\$48,959	\$0	
10	April	\$67,907	\$47,174	\$45,259	\$1,196	\$46,455	\$0	\$24,526	\$24,526	\$0	
11	May	\$46,455	\$46,214	\$49,061	\$200	\$49,261	\$0	\$48,820	\$48,820	\$0	
12	June	\$49,261	\$49,271	\$5,843	\$484	\$6,327	\$0	\$48,820	\$5,853	\$42,967	
13	July	\$6,327	\$48,715	\$7,465	\$352	\$7,817	\$42,967	\$48,820	\$49,853	\$57,576	
14	August	\$7,817	\$47,906	\$9,764	\$312	\$10,076	\$57,576	\$48,820	\$49,853	\$56,543	
15	September	\$10,076	\$60,462	\$7,167	\$30	\$7,197	\$56,543	\$79,514	\$47,553	\$88,504	
16	October	\$7,197	\$50,298	\$5,614	\$117	\$5,731	\$88,504	\$48,820	\$48,715	\$88,509	
17	November	\$5,731	\$60,015	\$3,622	\$40	\$3,662	\$88,609	\$48,818	\$47,906	\$89,521	
18	December	\$3,662	\$45,664	\$3,756	\$102	\$3,858	\$89,521	\$48,818	\$45,758	\$92,581	
19	Total		\$580,921		\$4,088			\$608,295	\$537,273		
20											
21											
22	January	\$3,858	\$46,396	\$8,263	\$46	\$8,309	\$92,581	\$48,673	\$50,801	\$90,453	
23	February	\$8,309	\$49,152	\$9,672	\$147	\$9,819	\$90,453	\$48,820	\$50,515	\$88,758	
24	March	\$9,819	\$47,877	\$12,487	\$148	\$12,605	\$88,758	\$48,820	\$50,515	\$87,063	
25	April	\$12,605	\$47,739	\$10,931	\$1,031	\$11,962	\$87,063	\$49,127	\$46,065	\$90,125	
26	May	\$11,962	\$48,728	\$7,067		\$7,067	\$90,125	\$49,130	\$43,833	\$95,422	
27	June	\$7,067	\$48,019	\$8,635	\$417	\$9,052	\$95,422	\$49,130	\$49,587	\$94,965	
28	July	\$9,052	\$51,695	-\$2,742		-\$2,742	\$94,965	\$49,730	\$39,901	\$104,794	
29	August	-\$2,742	\$51,161	\$566	\$10	\$576	\$104,794	\$49,130	\$54,469	\$99,455	
30	September	\$576	\$49,196	\$8,280	\$85	\$8,365	\$99,455	\$49,130	\$56,900	\$91,685	
31	October	\$8,365	\$49,656	\$11,428		\$11,428	\$91,685	\$49,010	\$52,729	\$87,966	
32	November	\$11,428		\$11,428		\$11,428	\$87,966	\$49,010	\$0	\$136,976	
33	December	\$11,428	\$489,629	\$11,428	\$1,884	\$11,428	\$136,976	\$48,411	\$0	\$185,387	
34	Total		\$499,315		\$1,884			\$588,121	\$495,315		

	Unit Months Available	Unit Months Leased	Leasing % based upon units	HAP Revenue	HAP Funding Obligation	HAP Expenses Paid	Leasing % based upon funding	Per Unit HAP
Jan-15	197	157	79.70%	\$ 45.50	\$ 49,010	\$ 46,341	94.55%	\$ 295.17
Feb-15	197	158	80.20%	\$ 146.50	\$ 49,010	\$ 49,097	100.18%	\$ 310.74
Mar-15	197	157	79.70%	\$ 147.50	\$ 49,010	\$ 47,822	97.58%	\$ 304.60
Apr-15	197	150	76.14%	\$ 1,030.50	\$ 49,010	\$ 47,684	97.29%	\$ 317.89
May-15	197	153	77.66%	\$ -	\$ 49,010	\$ 49,003	99.99%	\$ 320.28
Jun-15	197	150	76.14%	\$ 417.00	\$ 49,010	\$ 48,019	97.98%	\$ 320.13
Jul-15	197	156	79.19%	\$ -	\$ 49,010	\$ 51,695	105.48%	\$ 331.38
Aug-15	197	159	80.71%	\$ 10.00	\$ 49,010	\$ 51,161	104.39%	\$ 321.77
Sep-15	197	151	76.65%	\$ 85.00	\$ 49,010	\$ 49,196	100.38%	\$ 325.80
Oct-15	197	151	76.65%		\$ 49,010	\$ 49,666	101.34%	\$ 328.91
Nov-15	197		0.00%		\$ 49,010		0.00%	
Dec-15	197		0.00%		\$ 49,011		0.00%	
YTD	2,364	1,542	65.23%	\$ 1,882.00	\$ 588,121	\$ 489,684	83.26%	\$ 317.56



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2015:	\$ 96,452
HAP Funding YTD:	\$ 588,121
HAP Expenditures YTD:	\$ 495,315
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,884
Current Remaining NRA / Prog Reserve:	\$ 191,142
Current Monthly Funding (a)	\$ 49,010
Current Average HAP Payment (b)	\$ 318
# of Units the Current Monthly Funding Would Support (a)/(b)	154
# of Units Currently Leased	151
Excess Units Leased, Current Month	(3)
Current Year-to-Date Funding (a)	\$ 588,121
Current Year-to-Date Average HAP Payment (b)	\$ 318
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,852
# of Unit-Mos Leased Year-to-Date	1,542
Excess Unit-Mos Leased, Year-to-Date	(310)
Estimate of next years funding:	
YTD HAP expense	\$ 495,315
Months to date	10
Average Monthly HAP Expense	\$ 49,532
Estimated 2016 HAP Funding at 100%	\$ 49,532
Number of Units Supported at 100%	163



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

KANSAS/MISSOURI STATE OFFICE

Gateway Tower II, Room 200

400 State Avenue

Kansas City, KS 66101-2406

HUD Home Page: www.hud.gov

SEPT 22 2015 10:29

September 28, 2015

Ms. Heidi Nielson
Executive Director
Housing Authority of the
City of Charles City
501 Cedar Terrace South
Charles City, IA 50616

Dear Ms. Nielson:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the Housing Authority of the City of Charles City. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying public housing authorities' (PHA) capabilities and deficiencies related to the administration of the Section 8 Program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The Housing Authority's final SEMAP score for the Fiscal Year Ended June 30, 2015, is **100 percent**. The following are your scores on each indicator:

Indicator #	Indicator	Points
1	Selection from Waiting List	15
2	Reasonable Rent	20
3	Determination of Adjusted Income	20
4	Utility Allowance Schedule	5
5	HQS Quality Control	5
6	HQS Enforcement	10
7	Expanding Housing Opportunities	N/A
8	Payment Standards	5
9	Timely Annual Reexaminations	10
10	Correct Tenant Rent Calculations	5
11	Pre-Contract HQS Inspections	5
12	Annual HQS Inspections	10
13	Lease-Up	20
14	Family Self-Sufficiency	N/A
15	Deconcentration Bonus	0
	TOTAL SCORE	100%

Your overall performance rating is **High**.

END OF PARTICIPATION
TRACKER
2015-2016

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	1	1	3									6
ZERO HAP	1												1
MUTUAL REICISION													0
ANNUAL RE-EXAM SEARCHING			1										1
PORT-OUT ABSORBED			1										1
PORT-OUT SEARCHING	1		3										4
DECEASED	1		1										2
MOVED IN VIOLATION		2	2	1									3
EVICED													2
UNAUTHORIZED LIVE-IN				1									1
VIOLATION OF FAMILY OBLIGATION			2										2
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1										1
TOTALS	2	5	12	5	0	0	0	0	0	0	0	0	22
PUBLIC HOUSING													
LEFT IN GOOD STANDING	4	1	1	2									8
DECEASED													0
MOVED IN VIOLATION	1		1										1
TERMINATED FOR LEASE VIOLATIONS													0
EVICED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
TOTALS	5	1	2	2	0	0	0	0	0	0	0	0	9

MEETING DATE: 10/15/15

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The September 2015 operating reports are attached for your review.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 9/2015, FISCAL 3/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	24,500.00	2,473.76	6,996.78	28.56	17,503.22
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	81.91	579.99	14.50	3,420.01
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	39,225.45	121,075.45	24.71	368,924.55
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	1,481.00	3,407.00	35.86	6,093.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	1,138.50	3,467.50	25.69	10,032.50
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	2,539.42	3,070.72	153.54	1,070.72
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	16,427.00	48,604.00	27.00	131,396.00
	PUBLIC HOUSING TOTAL	723,500.00	63,367.04	187,201.44	25.87	536,298.56
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	84,107.00	6,035.25	21,971.13	26.12	62,135.87
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,587.00	401.76	1,491.84	22.65	5,095.16
173-532-6130	IPERS - PUBLIC HOUSING	7,689.00	538.96	1,962.04	25.52	5,726.96
173-532-6150	HEALTH INS - PUBLIC HOUSING	29,985.00	2,498.79	7,496.37	25.00	22,488.63
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.96	77.88	25.96	222.12
173-532-6160	WORK COMP - PUBLIC HOUSING	2,625.00	197.00	197.00	7.50	2,428.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	14.68	14.68	2.45	585.32
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	792.50	1,118.15	22.36	3,881.85
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	820.24	2,638.36	6.60	37,361.64
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	4,832.14	12,951.71	28.78	32,048.29
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,415.60	4,095.28	22.75	13,904.72
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,813.08	5,511.74	22.97	18,488.26
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	540.00	890.00	22.25	3,110.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,500.00	.00	1,040.93	41.64	1,459.07
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,900.00	252.02	756.06	26.07	2,143.94
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	24,000.00	326.93	4,348.39	18.12	19,651.61
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	213.72	10.69	1,786.28
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	35,483.15	35,483.15	104.36	1,483.15
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	82.00	8.20	918.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	316.48	5,391.71	21.57	19,608.29
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	6,943.57	14,873.86	19.83	60,126.14
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	494,293.00	63,248.11	122,606.00	24.80	371,687.00
173-536-6010	SALARY - PH MAINT	75,190.00	5,784.96	20,754.51	27.60	54,435.49
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	231.31	1,095.16	35.33	2,004.84

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 9/2015, FISCAL 3/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,989.00	433.76	1,592.05	26.58	4,396.95
173-536-6130	IPERS - PH MAINT	6,991.00	537.26	1,951.18	27.91	5,039.82
173-536-6150	HEALTH INS - PH MAINT	16,621.00	1,385.05	4,155.15	25.00	12,465.85
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	25.11	25.11	74.89
173-536-6160	WORK COMP - PH MAINT	1,890.00	.00	.00	.00	1,890.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	16.36	16.36	2.97	533.64
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	110,881.00	8,397.07	30,039.52	27.09	80,841.48
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	118,326.00	8,278.14	34,555.92	29.20	83,770.08

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 9/2015, FISCAL 3/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	300.00	78.12	296.87	98.96	3.13
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	170.00	190.00	4.22	4,310.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	56,900.00	151,270.00	25.21	448,730.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,527.00	22,077.00	24.53	67,923.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	144.00	483.00	48.30	517.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	696,800.00	63,819.12	174,316.87	25.02	522,483.13
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	36,046.00	3,105.96	10,189.22	28.27	25,856.78
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,757.00	209.48	696.87	25.28	2,060.13
174-533-6130	IPERS -SECTION 8	3,219.00	277.36	909.90	28.27	2,309.10
174-533-6150	HEALTH INS - SECTION 8	19,990.00	1,665.86	4,997.58	25.00	14,992.42
174-533-6151	LIFE INS - SECTION 8	200.00	17.31	51.92	25.96	148.08
174-533-6160	WORK COMP - SECTION 8	1,764.00	.00	.00	.00	1,764.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	9.79	9.79	2.45	390.21
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	.00	.00	1,500.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,224.00	4,461.00	29.74	10,539.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	410.00	850.00	24.29	2,650.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	882.00	2,175.50	21.76	7,824.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	48,255.56	148,684.79	24.78	451,315.21
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	.00	.00	.00	5,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	224.00	683.41	22.78	2,316.59
	SECTION 8 VOUCHER TOTAL	702,676.00	56,281.32	173,709.98	24.72	528,966.02
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	5,876.00	7,537.80	606.89	10.33	6,482.89

REQUESTED ACTION: Move to approve Resolution No. 11-15 Section 8 Payment Standards.

Comments: HUD has published the new Fair Market Rents that we use to determine the Payment Standards for the Section 8 Voucher program. The Payment Standards are used to calculate our portion of the rent to the owner. Participants use the Payment Standard as a guide to determine if a unit will be within the guidelines. The monthly rent plus the utility allowance needs to be close to the Payment Standard in order to be eligible. The Payment Standards can be set between 90% - 110% of the Fair Market Rents. Allowing flexibility for agencies to determine the amount serves several purposes:

- 1) Does not cause a financial hardship on participants by paying rents too high. In some areas, adopting the 90% concept of the Standards could cause families to pay rents so high that it is a financial burden. Although the program already has a requirement that does not permit families to pay more than 40% of their income for rent at initial lease up, it is not meant that all participants face that dilemma as a result of low payment standards and high rental market. It is intended to provide some flexibility for families to have a broader selection of available housing.
- 2) Does not substantially limit participant's access to safe, decent housing. If the payment standards are set too low in a community where the rents are high, families would have to select the least desirable housing units available. Such as units that may barely pass the inspection requirements. It is not the intent of this program for participants to live in the worst housing, nor is it intended that they live in the best housing.
- 3) Does not cause a financial burden on the housing agency. The rental market and the financial condition of the local Section 8 program allow for the local agency to determine the appropriate Payment Standards for the area.

Another criteria used in determining the appropriate Payment Standard is comparing the rent of unsubsidized units. We do not want the rents for units on the Section 8 program to set the standard throughout the community (especially in driving the rents higher).

In consideration of the statements above, we are proposing setting the payment standards at the following levels.

0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
400	475	600	775	800

The attached table shows the current Payment Standard compared to the new Fair Market Rents and the new proposed Standards. The table also indicates the allowable range between 90% - 110% of the Fair Market Rents and the percentages of the proposed Standards and the median gross rents for all assisted units as of October 1, 2015. The gross rent includes the monthly rent and all applicable utility allowances.

The proposed payment standards are the same as the current standards except for the zero and one bedroom units. The current payment standard for the zero bedroom units is only at 87.96% of the new fair market rents and the one bedroom units is only at 86.38%. Both must be increased to maintain compliance. In addition, because the new fair market rents cause our current payment standards to be out of the allowable range, the October one bedroom renewals required adjustments to account for the increase in the payment standard.

Payment Standards vs Fair Market Rents
PS vs FMR

	0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Current PS	380	425	600	775	800
Current Percentage of New FMR	87.96%	86.38%	98.20%	92.93%	95.58%
Proposed PS	400	475	600	775	800
Current Percentage of New FMR	92.59%	96.54%	98.20%	92.93%	95.58%
New FMRs Effective 10/15	432	492	611	834	837
90% of new FMR / minimum for PS	389	443	550	751	753
110% of new FMR / maximum for PS	475	541	672	917	921
Current Gross Rents					
Low	0	360	407	525	743
Median	0	432	585	757	860
High	0	574	732	925	904

Effective December 1, 2015

RESOLUTION NO. 11-15

SECTION 8 VOUCHER PAYMENT STANDARDS

Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, the Department of Housing and Urban Development has published the Fair Market Rents (FMR) to be effective October 1, 2015 and requested all housing agencies to implement them as required by program regulations; and

WHEREAS, the Department of Housing and Urban Development requires Payment Standards for the Section 8 Voucher program to be within 90% – 110% of the published FMRs it is necessary for this agency to make adjustments to the Payment Standards; and

WHEREAS, the Charles City Housing and Redevelopment Authority Board has been presented the new FMRs and supporting documentation for determination of the new Payment Standards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority approves the following Payment Standards effective December 1, 2015:

<u>0 bedroom</u>	<u>1 bedroom</u>	<u>2 bedroom</u>	<u>3 bedroom</u>	<u>4 bedroom</u>
400	475	600	775	800

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15TH DAY OF OCTOBER 2015.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

MEETING DATE: 10/15/15

RE: Consider Approval of Resolution 12-15 to Adopt Flat Rent Increases and Set Date for Public Hearing

REQUESTED ACTION: Discuss proposed rent increases, approve Resolution 12-15, and set date for public hearing prior to implementation of the increased rent amounts.

Comments: HUD just published the new Fair Market Rent (FMR) amounts for Federal Fiscal Year 2015. Because we must charge at least 80% of the published FMR's to be in compliance, we must increase the flat rents again. The most recent directives from HUD reflect the requirement to set flat rents at no less than 80% of the new FMR's within 90 days.

The following tables list the proposed amounts for the units. We have them split between units which include the utilities in the rent and those with tenant paid utilities.

Flat Rents for Apartments with Non-Tenant Paid Utilities

Bedroom Size	Current Flat Rents as of December 1, 2015	2016 FMR's	80% of FMR or New Flat Rent Amount
1	370	492	394 or 395
2	475	611	489 or 490

Flat Rents for Apartment with Tenant Paid Utilities

Bedroom Size	Current Flat Rents as of December 1, 2015	2016 FMR's	80% of FMR or New Flat Rent Amount	Utility Allowance	New Flat Rent Amounts
1	250	492	394	140	254 or 260
2	350	611	489	174	315 or 350
3	500	834	667	212	455 or 500

At this time, we would like to keep the two and three bedroom apartments at Morningside the same rates as last year because the lower amounts don't reflect the market rate rents. The main reason for the lower calculated rents for those units is because of an increase in the utility allowance. We also received notification from HUD that final pro-ration of the operating subsidy for calendar year 2015 will be 85.36%. Which means that we are only being given 85% of our calculated need.

RESOLUTION NO. 12-15

ADOPTION OF FLAT RENT INCREASES AS OF JANUARY 1, 2016

Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, the Sections 210 and 243 of Title II of P.L 113-76 of the Consolidated Appropriations Act of 2014 requires all Flat Rents to be set at no less than 80 percent of the applicable Fair Market Rent; and

WHEREAS, there has been a Public Hearing set for December 17, 2015 to be held during the regular monthly meeting to allow residents and the public the opportunity to comment on the increase, and

WHEREAS, the following flat rents have been set according to the 2015 Fair Market Rents for Floyd County, Iowa as directed by HUD in notice PIH 2014-12 (HA) to be offered to residents beginning January 1, 2016:

Flat Rents for units 1-128 at North and South Cedar Terrace

1 Bedroom - \$395
2 Bedroom - \$490

Flat Rents for units 129-132 at North Cedar Terrace and Morningside Apartments

1 Bedroom - \$260
2 Bedroom - \$350
3 Bedroom - \$500

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that they have reviewed the preceding rent changes and authorize their approval for implementation beginning January 1, 2016.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15TH DAY OF OCTOBER 2015.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director